



# Construction Permit Application Water/Wastewater Facilities

BUREAU OF WATER

DRP SUBMITTAL: No ☐ Yes ☐

SELECT ONE ☐ Water Facilities ☐ Wastewater Facilities ☐ Water & Wastewater Facilities

I. **Project Name:** \_\_\_\_\_ **County:** \_\_\_\_\_

II. **Project Location** (street names, etc.): \_\_\_\_\_

III. **Project Description(s):** *Water System:* \_\_\_\_\_

*Wastewater System:* \_\_\_\_\_

**Project Type (A-Z):** Water: \_\_\_\_ Wastewater: \_\_\_\_ (See instructions for the appropriate project code)

IV. **Initial Owner:** [Time of Application] Name/Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_ Phone #: ( ) \_\_\_\_\_

V. **Final Owner:** [After Construction] Name/Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_ Phone #: ( ) \_\_\_\_\_

VI. **Entity Responsible for Final Operation & Maintenance of System:**

*Water System:* Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_ Phone #: ( ) \_\_\_\_\_ Fax #: ( ) \_\_\_\_\_

*Wastewater System:* Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_ Phone #: ( ) \_\_\_\_\_ Fax #: ( ) \_\_\_\_\_

VII. **Engineering Firm:** Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_ Phone #: ( ) \_\_\_\_\_ Fax #: ( ) \_\_\_\_\_

VIII. **Is this project:** A) Part of a phased project? No ☐ Yes ☐. If Yes, Phase \_\_\_\_\_ of \_\_\_\_\_

B) A revision to a previously permitted project? No ☐ Yes ☐. If Yes, Permit # \_\_\_\_\_

Date Approved: \_\_\_\_\_ Project name (if different): \_\_\_\_\_

C) Submitted based on a Schedule of Compliance or Order issued by DHEC? No ☐ Yes ☐. Order # \_\_\_\_\_

D) Anticipating funding by the State Revolving Fund (SRF)? No ☐ Yes ☐.

E) Crossing a water body? (e.g., river, creek) No ☐ Yes ☐. If Yes, Name of water body \_\_\_\_\_

IX. **Are Standard Specifications approved by DHEC being used on this project?** No ☐ Yes ☐. If Yes:

*Water:* Date Approved: \_\_\_\_\_ Approved for whom: \_\_\_\_\_

*Wastewater:* Date Approved: \_\_\_\_\_ Approved for whom: \_\_\_\_\_

X. **Wastewater Systems:** A) Type: Domestic ☐ Process (*Industrial*) ☐ Combined (*Domestic & Process*) ☐

B) Total average design flow of the project not to exceed \_\_\_\_\_ GPD

C) *Sewers or Pretreatment* 1. Name of facility (e.g., POTW) treating the wastewater: \_\_\_\_\_

2. NPDES/ND Number of facility in Item #1: \_\_\_\_\_

*Treatment Systems* 3. Date Preliminary Engineering Report (PER) approved: \_\_\_\_\_

4. NPDES/ND application submitted? No ☐ Yes ☐. If Yes, Date \_\_\_\_\_

*Disposal Sites* 5. Effluent Disposal Site (Description): \_\_\_\_\_

6. Sludge Disposal Site (Description): \_\_\_\_\_

XI. **Water Systems:** Project located within city limits? No ☐ Yes ☐.

Public water system providing water (Name & System ID No.): \_\_\_\_\_ No.: \_\_\_\_\_

New water system (including master meter)? No ☐ Yes ☐. If Yes, System name: \_\_\_\_\_

**XII. Type of Submittal: Complete Section A (Standard) or Section B (Delegated Review Program - DRP).**

**A) Standard Submittal *must* include the following, where applicable:**

- ☐ 1. A transmittal letter outlining the submittal package.
- ☐ 2. The **original** construction permit application, properly completed, with three (3) copies.
- ☐ 3. Three (3) sets of signed and sealed plans and specifications. Specifications may be omitted if approved standard specifications are on file with DHEC.
- ☐ 4. One (1) additional overall plan sheet showing the proposed and existing (only in the area of proposed construction) water and wastewater lines (highlighted for identification) and their sizes.
- ☐ 5. Three (3) sets of the appropriate design calculations. WASTEWATER: Design flow (based on R.61-67, Appendix A), pump station calc's. and pump curve. WATER: Recent flow test from a location near the tie-on site, design calc's. indicating pressure maintained in the distribution system during max. instantaneous demand, fire flow and flushing velocities achieved. Number/types of service connections, well record form, pumping test results, etc.
- ☐ 6. Three (3) copies of a detailed 8½" x 11" location map, separate from the plans.
- ☐ 7. Three (3) copies of construction easements unless the project owner has the right of eminent domain.
- ☐ 8. A letter(s) from the entity supplying water and/or providing wastewater treatment stating their willingness and ability to serve the project, including pretreatment permits, if applicable. The letter should include the specific flow and, when applicable, the specific number of lots being served.
- ☐ 9. A letter(s) from the entity agreeing to be responsible for the O&M of the water and/or wastewater system.
- ☐ 10. Application fee enclosed \$ \_\_\_\_\_. (Refer to Instructions).
- ☐ 11. WATER SYSTEMS: a) A letter from the local government which has potable water planning authority over the area, if applicable, in which the project is located, stating project consistency with water supply service plan for area.  
b) For wells, four (4) copies of a wellhead protection area inventory.  
c) For new wells, a viability demonstration is required in accordance with Regulation 61-58.1.B.(4).

**Note:** Other approvals may include 208 and OCRM certification, and navigable waterway permitting.

**B) DRP submittal (treatment plants are not covered) *must* include the following, where applicable:**

- ☐ 1. A transmittal letter, signed by the professional engineer representing the DRP entity, noting this is a DRP submittal. The letter should state that the project has been reviewed and complies with R.61-58 and/or R.61-67.
- ☐ 2. The **original** construction permit application, properly completed, with two (2) copies.
- ☐ 3. Two (2) sets of the signed and sealed plans.
- ☐ 4. One (1) additional plan sheet with water and wastewater lines highlighted, as required under Sec. XII.A.4. above.
- ☐ 5. Two (2) sets of the appropriate design calculations. WASTEWATER: Same information as required under Section XII.A.5. above. WATER: Same information as required under Section XII.A.5. above.
- ☐ 6. Two (2) copies of a detailed 8½" x 11" location map, separate from the plans.
- ☐ 7. Two (2) copies of construction easements, unless the project owner has the right of eminent domain.
- ☐ 8. DHEC's Ocean and Coastal Resource Management certification (for projects in applicable counties).
- ☐ 9. DHEC's Water Quality permit or conditions for placement in navigable waters, and other Agency approvals.
- ☐ 10. WASTEWATER SYSTEMS: a) A letter of acceptance from the entity providing the treatment of the wastewater that includes the specific flow and, when applicable, the specific number of lots being accepted.  
b) A letter from the organization agreeing to be responsible for the O&M of the sewer system.  
c) The 208 Plan certification from the appropriate Council of Governments (designated 208 areas), or from DHEC on the non-designated 208 areas.
- ☐ 11. WATER SYSTEMS: A letter from the local government which has potable water planning authority over the area, if applicable, in which the project is located, stating project consistency with water supply service plan for area.
- ☐ 12. Fee of \$75 for water and \$75 for sewer (\$150 if combined).

**Note:** The DRP entity should ensure that a copy of the final approved plans are returned to the design engineer.

**XIII. Construction plans, material and construction specifications, the engineering report including supporting design data and calculations are herewith submitted and made a part of this application. I have placed my signature and seal on the engineering documents submitted, signifying that I accept responsibility for the design of this system, and that I have submitted a complete administrative package.**

Engineer's Name (Printed): \_\_\_\_\_ Signature: \_\_\_\_\_

S.C. Registration Number: \_\_\_\_\_ Registered Professional Engineer

**XIV. Prior to final approval, I will submit a statement certifying that construction is complete and in accordance with the approved plans and specifications, to the best of my knowledge, information and belief. This certification will be based upon periodic observations of construction and a final inspection for design compliance by me or a representative of this office who is under my supervision.**

Engineer's Name (Printed): \_\_\_\_\_ Signature: \_\_\_\_\_

S.C. Registration Number: \_\_\_\_\_ Registered Professional Engineer

**XV. I hereby make application for a permit to construct the project as described above. I have read this application and agree to the requirements and conditions and agree to the admission of properly authorized persons at all reasonable hours for the purpose of sampling and inspection.**

Owner's Name (Printed): \_\_\_\_\_ Signature: \_\_\_\_\_

Owner's Title: \_\_\_\_\_ Date: \_\_\_\_\_

## APPLICATION INSTRUCTIONS

### Water/Wastewater Construction Permits

**Purpose:** This form must be completed as part of an application package submitted for DHEC approval of water and/or wastewater systems construction plans. *Combined Submittals:* A project may be submitted for both water and wastewater in the same package if the following is true: Project has the same applicant and same engineer, both DRP projects (with the same DRP entity for water and wastewater) or both standard submittals, and both domestic water/wastewater projects. NOTE: An industrial water and wastewater project should be submitted separately with the water being submitted to the Water Facilities Permitting Division and the wastewater being submitted to the Industrial and Agricultural Wastewater Division. Most of the requested information pertains to both water and wastewater facilities; however, a few sections are water/wastewater specific. The required items should be checked to ensure a complete administrative package has been submitted. If a complete administrative package is not submitted, the entire project may be returned.

### Item by Item Instructions

- I. **Project Name:** Be specific and concise.
- II. **Project Location:** Give a general description of the location (e.g., street names) where the project is located.
- III. **Project Description:** [*Water*] Specify length and type of each size water line, number of fire hydrants, blowoffs, number and type of service connections, diameter and yield (if known) of well(s), size and type of tank, etc. The grid location (latitude and longitude) of all wells should be given along with the well type (I-IV). [*Wastewater*] Specify length and type of each size of wastewater line, number of manholes, number and design capacity of pump station(s), number and type of service connections, and size and type of wastewater treatment facility (WWTF). Outfall lines, pump stations, diffusers associated with WWTF's should be considered treatment systems and not collection systems. Also, list the type of project being proposed based on the following codes:

PROJECT CODES			
<b>Water Project Types:</b>			
A. Distribution Lines	E. Ground Water Systems (Test Well)	I. Vending Machines	M. Dispensing Unit
B. Distribution Lines/Pump Station	F. Ground Water Systems (Follow-up Well)	J. Chemical Feed	
C. Pump or Booster Station	G. Ground Water Systems (One-step Well)	K. Other project, not listed	
D. Storage Tanks	H. Bottled Water Systems	L. Surface Water System	
<b>Wastewater Project Types:</b>			
A. Gravity Sewer	F. WWTF Expansion (increase capacity)	K. Pretreatment System (expansion)	
B. Gravity Sewer & Pump Station	G. New WWTF	L. Sludge Project	
C. Pump Station and/or Force Main	H. WWTF & Sewer System		
D. Pressure Sewer (e.g., STEP)	I. Pretreatment System (new)	Y. Treatment System (needs NPDES/ND mod)	
E. WWTF Upgrade (modification)	J. Pretreatment System (upgrade)	Z. Other Project, not listed	

- IV. **Initial Owner's Information:** Owner of the construction project, their address, and business telephone number, including area code, at the time of application.
- V. **Final Owner's Information:** Owner of the construction project, their address, and business telephone number, including area code, after construction has been completed and operational approval granted by the Department.
- VI. **Entity Responsible for Operation and Maintenance of the Water and Wastewater Systems:** If different from the initial project owner specify the name, address, business telephone number, and fax number. If same as initial owner, leave blank.
- VII. **Engineering Firm's Information:** Specify the engineering firm responsible for the design of the construction project, their address, business telephone and fax numbers, including area code.
- VIII. **Project Information:** *Item A.* Specify if this project is part of a larger phased project. *Item B.* If the project has previously been permitted and is now being revised, identify the original project name (if different), the appropriate DHEC Construction Permit Number and the date the permit was issued. *Item C.* Indicate whether or not the project is being submitted in accordance with a Schedule of Compliance or an Order issued by DHEC. List Consent Order Number. For projects under enforcement, a copy of the application or cover letter should also be submitted to DHEC's enforcement section. *Item D:* Indicate whether the project is being funded by the State Revolving Fund (SRF) program. *Item E:* Indicate if the project involves water and/or wastewater lines crossing a water body (e.g., river, creek), to determine if crossing navigable waters.
- IX. **Standard Specifications:** If the design engineer, engineering firm or system has approved Standard Specs on file, check 'Yes' and give the approval date and the engineer, firm or system for which they are approved. If Standard Specs are not on file, check 'No'. **Note:** If you check 'No', then please submit three (3) sets of standard specs for approval. If you checked 'Yes' to standard specs being on file but are not being used on this project, then please submit three (3) sets of specs to be used on this project. [*Wastewater*] Standard specs may only be used for projects that involve gravity sewer and force mains. Separate specs must be submitted for pump stations, WWTF's. Specs approved for a specific project are not standards.
- X. **Wastewater Systems Only:**
- A. **Wastewater Type:** Please note whether the project involves strictly domestic sewage, which includes residential and commercial waste of normal strength, process (industrial) sewage or a combination of the above.
- B. **Total Flow:** Specify the average daily flow in gallons per day (GPD). Flow based on DHEC R.61-67, Appendix A. If the flow has already been accounted for at the WWTF, the additional flow would be zero. For any process (industrial) wastewater flow, additional calculations to support the flow rate should be submitted. For WWTF's or specific components at a WWTF, the total flow would be the facility's design capacity based on it's effluent disposal permit, local pretreatment permit or the design capacity of the specific components being proposed.

C. **Effluent/Sludge Disposal Information:** If plans include only a collection and/or pretreatment system, complete 1&2. Specify name and NPDES/ND number of the WWTF treating the wastewater. Leave 3-6 blank. If plans include only a WWTF, complete 3&4 and leave 1&2 blank, unless an NPDES/ND number has been assigned. If the facility has an NPDES/ND number, then 1&2 should be completed. Specify the date of the engineering report approval and whether or not an NPDES/ND application has been submitted and date submitted. If plans include a collection system and WWTF, complete 1-4. If plans are for an effluent disposal site, complete 1-5. If plans are for sludge disposal site, complete 1-4&6.

XI. **Water Systems Only:** Indicate if the proposed project is located within city limits. Specify the name and DHEC ID number of the public water system supplying the project with water. If a new water system indicate so and include the name of the system.

XII. **Type of Submittal Package:** If the project is a Standard Submittal from the engineer, all items under Section A should be submitted. If the project is submitted under the Department's Delegated Review Program, the items listed under Section B should be submitted by the delegated entity. Application fees are noted below:

WASTEWATER APPLICATION FEES			
<b>Sewer system</b> (delegated review)	\$75	<b>Treatment system &lt; 1.0 MGD</b>	
<b>Sewer system</b> (DHEC review: based on length)		➤ Modification (no expansion)	\$400
➤ 1,000 feet or less	\$100	➤ Expansion	\$550
➤ 1,001 through 9,999 feet	\$200	➤ New	\$700
➤ 10,000 feet or more [or pump station(s) included]	\$350	<b>Treatment system ≥ 1.0 MGD</b>	
<b>Pretreatment system</b>		➤ Modification (no expansion)	\$550
➤ Oil/Water Separators or Air Stripper Systems	\$200	➤ Expansion	\$800
➤ All Other Pretreatment Systems	\$600	➤ New	\$1,050
[Note: Plant effluent systems are "treatment systems"]			
DRINKING WATER APPLICATION FEES			
<b>Distribution system</b> (delegated review)	\$75	<b>Supply/treatment from groundwater sources</b>	
<b>Distribution systems and related components</b>		➤ Well systems (test well)	\$500
➤ 1,000 feet or less of line	\$150	➤ Well systems, (follow-up, including piping, storage)	\$500
➤ 1,001 feet to 9,999 feet	\$400	➤ Well systems (one step)	\$1,000
➤ 10,000 feet or greater	\$600	➤ Treatment systems (except for chemical feed systems)	\$500
➤ Distribution storage/pump stations	\$600	➤ Chemical feed systems	\$250
<b>Supply/treatment from surface water sources</b>		➤ Small water system permits	\$250
➤ New treatment plants	\$2,000	<b>Dispensing stations/bottled water plants</b>	\$500
➤ Expansions of existing facilities	\$1,500	<b>General construction permit</b>	\$1,000
➤ Plant storage, pumping and piping facilities	\$500	<b>Permit extensions</b>	\$50
➤ Chemical feed systems	\$250		

**Note:** Make checks payable to SC DHEC/Bureau of Finance. The application fee for combined sewer collection and treatment system is the total of both fees. Water and wastewater applications can include one check for the total of all fees.

XIII. **Design Engineer:** The professional engineer must be registered in the state of South Carolina.

XIV. **Construction Engineer:** The professional engineer must be registered in the state South Carolina and must state that he/she will certify in writing that construction of the system is complete and in accordance with the approved plans and specs.

XV. **Owner's Name:** Print owner's name and title and have owner sign and date application. "Owner" is defined as follows:

A. **For a corporation:** by a responsible corporate officer defined as follows:

- a president, secretary, treasurer, or vice-president of the corporation in charge of a principle business function, or any other person who performs similar policy or decision-making functions for the corporation, *or*
- the manager of one or more manufacturing, production, or operating facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager via corporate procedures; *or*

B. **For a partnership or sole proprietorship:** by a general partner or the proprietor, respectively; *or*

C. **For a municipality, State, Federal, or other public agency or public facility:** by either a principal executive officer, major, or other duly authorized employee or ranking elected official. For purposes of this section, a principal executive officer of a Federal agency includes:

- the chief executive officer of the agency, *or*
- a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator, Region IV, EPA).

### DHEC Processing Procedures

**Standard Submittal Package:** An original and three (3) copies of the application are submitted to DHEC (2600 Bull St., Columbia SC 29201). After permitting, DHEC files the original in the main project file, located in DHEC's Central office. DHEC sends a copy with the approved plans, specs and the construction permit to the design engineer (for projects permitted by the Water Facilities Permitting Division) or to the permittee (for projects permitted by the Industrial and Agricultural Wastewater Division) and to the appropriate EQC District Office. A separate application should be submitted to DHEC for each project and for WWTF's (each facility being constructed). As part of a statewide GIS program, the overall plan sheet that is required is sent to the Department of Commerce.

**Delegated Review Program (DRP):** An original application and two (2) copies are submitted to the Water Facilities Permitting Division. The original is filed in the main project file, located in DHEC's Central Office. A copy is sent with the approved plans, specs and the construction permit to the appropriate EQC District Office. The overall plan sheet required is sent to the Department of Commerce.